

Guidance for Local Emergency Management Local Emergency Operations Plan Crosswalk MNWALK 2010 Revision

The purpose of this document is to give general information about the 2010 revision of Local Emergency Operations Plan Crosswalk known as the MNWALK.

The MNWALK identifies the general requirements for the contents of emergency operation plans. It promotes a common baseline of planning items to help planners integrate, coordinate and synchronize plans. The MNWALK guides local governments in their efforts to develop and maintain viable all-hazard emergency operations plans.

The MNWALK is a planning checklist and is not intended to be a template. FEMA's Comprehensive Preparedness Guide 101 (CPG 101 Version 2.0, November 2010) recommends not issuing templates as planning guidance. Past history has shown that templates are not effective in the planning process because people just fill in the blanks and don't engage other in the process of planning. The planning process is necessary to develop relationships, strategies and tactics used in disaster response and emergency planning. CPG 101 provides guidance on plan formats and content to assist in plan development.

The MNWALK does not recommend or require a specific type of emergency operations plan format (Annex, ESF, agency/department-focused).

History

The MNWALK was developed to define minimum emergency planning requirements from the state of Minnesota, Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) to the local jurisdictions within the State of Minnesota. The past MNWALK was last revised in 2003. The 2010 revision is based on the updated CPG 101 guidance and events that have arisen

during actual emergencies in-state and nationally. The MNWALK consolidates the minimum planning requirements for Minnesota and the CPG identifies many more good planning recommendations and best practices.

Implementation Cycle

The 2010 revision will be implemented over a four (4) year cycle. This was done to lessen the impact of updating plans for all jurisdictions. This cycle also mirrors the current four year plan review cycle that is used by HSEM and Regional Review Committees. Listed here are the numbers of items added per year in the cycle:

- 1st year 7 items
- 2nd year 11 items
- 3rd year 10 items
- 4th year 6 items

The items that have been added do not require a rewrite of the current plan only selected enhancements. In order to integrate, coordinate and synchronize local plans you may need to locate some of the new items in another agency's plan, i.e. public health, and reference that information in your EOP.

New items

There are 34 new items that have been added to this revision and 13 that have been reworded or split into two items. The new items are described below in these general topic areas:

*Note: * indicates that the information may be located in other planning documents and may only need to be referenced in the EOP)*

- General items
 - All agency/department heads sign the plan



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- Include a distribution list
 - Trigger points for activation
- Communications
 - 24 hour communication ability
 - Redundancy for communications
 - Information dissemination
- Incident Management
 - EOC trigger points
 - Use of ICS forms
 - Locations and staffing
- Public Health
 - * surveillance agency
 - * food inspection and disposal
 - * medical surge and medical mutual aid
 - * sources for additional medical of general health supplies
- Public Works/Critical Infrastructure
 - Process of repair and restoration
- Mass Care/casualty and Sheltering
 - Sheltering supplies and additional resources
 - * Recovery of human remains, ID, final disposition, notification of next of kin, etc.
 - * Support of on scene medical and local hospitals with resources
 - * Screening for evacuees exposed to hazards
 - Mutual aid for sheltering
 - Family Assistance Centers
- Agriculture and Animals
 - * Agency to provide vector control
 - * Food production and agricultural events
 - Animal care services
 - * Health protection measures for agriculture
- Evacuation
 - * Emergency evacuation routes
 - Public/private transportation in evacuation

- Resources Management
 - Management of the influx of volunteers
- Debris Management
 - * Health issues related to debris removal
 - Agency for debris removal
 - Structures that are a safety hazard to public
- Damage Assessment
 - Rapid damage assessment (first 12 hours)
 - Process to request state/federal assistance through HSEM
- Donations Management
 - Staffing of donation functions
 - Verifying/vetting volunteer groups
 - Cash contribution management
 - * Agency to collect, sort, manage, and distribute donations
 - Public information about donations
 - Sites/locations to use for donations
- Continuity of operations/government
 - * Essential government functions, facilities, and communications

General information

For questions regarding the 2010 MNWALK revision or general planning please contact:

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